

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
7.00 PM, TUESDAY, 19 NOVEMBER 2013**

CARL ASKEW
Chief Executive Officer

21 November 2013

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WORKS AND CORPORATE SERVICES COMMITTEE

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 7:04 PM.

2 DISCLAIMER**3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Cr Rowell noted the recent presentation by the Centre for Water Research at the University of Western Australia in relation to the concept design and feasibility of the Cottesloe Ocean Pool.

4 PUBLIC QUESTION TIME**4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

4.2 PUBLIC QUESTIONS

Nil

5 PUBLIC STATEMENT TIME

Nil

6 ATTENDANCE**Present**

Cr Robert Rowell	Presiding Member
Mayor Jo Dawkins	
Cr Helen Burke	
Cr Peter Jeanes	
Cr Sally Pyvis	
Cr Philip Angers	

Officers Present

Mr Carl Askew	Chief Executive Officer
Mr Mat Humfrey	Manager Corporate & Community Services
Mr Geoff Trigg	Manager Engineering Services
Mrs Siobhan French	Administration and Governance Officer

Gallery

Media (1)

6.1 APOLOGIES

Nil

Officer Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Nil

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 DECLARATION OF INTERESTS

Cr Rowell declared an impartiality interest in item 10.1.1, due to being a Board member of the Lord Mayor's Distress Relief Fund.

8 CONFIRMATION OF MINUTES

Moved Cr Jeanes, seconded Cr Angers

[Minutes October 29 2013 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 29 October 2013 be confirmed.

Carried 6/0

9 PRESENTATIONS**9.1 PETITIONS**

Nil

9.2 PRESENTATIONS

Nil

9.3 DEPUTATIONS

Nil

The Presiding Member considered the reports as per the published order of the agenda.

The following items were dealt with en bloc:

11.3.1 Statutory Financial Reports for the Period 1 July 2013 to 31 October 2013

11.3.2 Schedule of Investments and Loans as at 31 October 2013

11.3.3 List of Accounts Paid for the Month of October 2013

11.3.4 Rates and Sundry Debtors Reports as at 31 October 2013

10 REPORTS

10.1 ADMINISTRATION

Cr Rowell declared an impartiality interest in item 10.1.1, due to being a Board member of the Lord Mayor's Distress Relief Fund, and stated that as a consequence there may be a perception that his impartiality may be affected and declared that he would consider the matter on its merits and vote accordingly.

10.1.1 DONATION TO LORD MAYOR'S DISTRESS RELIEF FUND

File Ref: SUB/1530
Attachments: [Letter From Lord Mayor Scaffidi](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 19 November 2013
Author Disclosure of Interest: Nil

SUMMARY

The Town has received correspondence from the City of Perth requesting a donation to the Lord Mayor's Distress Relief Fund. The purpose of this report is to consider this request.

BACKGROUND

The Lord Mayor's Distress Relief Fund has been in operation since 1961. It is governed by volunteers and the administration of the fund is provided in kind by the City of Perth. The funds held by this trust are used to assist communities in times of hardship, through the Local Emergency Management Committees established in times of need.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

At present there is no allocation within the operating budget for such a donation. If Council were to opt to provide a donation, then a budget amendment will need to be made. If the recommended donation is adopted by Council, there would be no need for an associated reduction in operating expenditure elsewhere, as this amount could be allowed for in the midyear budget review.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

A donation to this fund will allow the Lord Mayor's Distress Relief Fund to continue to work with communities in their time of need. As mentioned in the letter, this includes West Australian communities that are devastated by natural disaster, and often provides the funds required to deal with immediate aftermath of such events. This fund does not replace any of the obligations of any other level of government – it provides the short term assistance required before the substantive rebuilding operation can get underway, in the event that a disaster occurs.

VOTING

Absolute Majority

COMMITTEE DISCUSSION

Cr Jeanes suggested that Council should wait until the mid year budget review before making a payment that has currently not been budgeted for and foreshadowed a possible amendment to that effect. Mayor Dawkins queried whether authorising the payment would have a significant impact on the current budget. Manager Corporate and Community Services (MCCS) advised that it is anticipated, based upon current projections, that the budget will be in a position to accommodate the proposed amendment by the mid year review.

OFFICER AND COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Pyvis

THAT Council:

- 1. Amend its current operating budget by increasing the Donations amount in the Governance Schedule (account 20029.204.58) by \$10,000; and**
- 2. Authorise the Chief Executive Officer to make a payment to the Lord Mayor's Distress Relief Fund of \$10,000.**

Carried 6/0

10.1.2 COUNCIL MEETING DATES 2014

File Ref: SUB/1542
Attachments: [Committee and Council Meeting Dates 2014](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 19 November 2013
Author Disclosure of Interest: Nil

SUMMARY

A resolution is required to set Council and Committee Meeting dates and times for 2014.

STRATEGIC IMPLICATIONS

Objective 7: Organisation Development

To effectively manage Council's resources and work processes.

- Deliver high quality professional governance and administration.

POLICY IMPLICATIONS

None known

STATUTORY ENVIRONMENT

Regulation 12 of the Local Government (Administration) Regulations applies:

Public Notice of Council or Committee meetings –s.5.25(g):

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which –*
 - (a) *the ordinary council meetings; and*
 - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub-regulation (1).*

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

Due to Easter Friday and Monday falling on 18 and 21 April and ANZAC Day 25 April, the ordinary Committee meetings are proposed to be moved to Monday 28 April and Tuesday 29 April (as opposed to the normal schedule on 21 and 22 April) and the Ordinary Council Meeting to be moved to 5 May 2014 (as opposed to 28 April).

For the December round of meetings, it is proposed that Committee meetings will be on 8 and 9 December and Council on 15 December.

Council also has the option to change the start time of the meetings to ensure that there is consistency for each committee. The Development Services Committee currently commence at 6:00pm and other committees at 7:00pm and it is recommended that consideration be given to aligning all meeting times. Council has the option to have all meetings commence at 6pm or 7pm, or at another time to be determined.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Committee discussed the possibility of commencing committee meetings and Council meetings at the same time, in order to create consistency and minimise confusion concerning meeting commencement times.

Committee reached the conclusion that all committee meetings should start at 6.00pm, with Council meetings commencing at 7.00pm, to enable residents to attend.

OFFICER RECOMMENDATION**Moved Mayor Dawkins, seconded Cr Angers**

THAT Council adopt the following meeting dates for 2014 and:

1. Observe a recess in January 2014, with no ordinary meeting of Council;
2. Advertise the ordinary Council meeting dates for 2014 as the fourth Monday in the month commencing at 7:00pm;-

January	No meeting
February	Monday 24
March	Monday 24
April	Monday 5 May
May	Monday 26
June	Monday 23
July	Monday 28
August	Monday 25
September	Monday 22
October	Monday 27
November	Monday 24
December	Monday 15

3. Advertise the Development Services Committee meeting dates for 2014 as the third Monday in the month commencing at 6:00pm;-

January	No meeting
February	Monday 17
March	Monday 17
April	Monday 28
May	Monday 19
June	Monday 16
July	Monday 21
August	Monday 18
September	Monday 15
October	Monday 20
November	Monday 17
December	Monday 08

4. Advertise the Works & Corporate Services Committee meeting dates for 2014 as being held on the day after the Development Services Committee meeting commencing at 7:00pm

January	No meeting
February	Tuesday 18
March	Tuesday 18
April	Tuesday 29
May	Tuesday 20
June	Tuesday 17
July	Tuesday 22
August	Tuesday 19
September	Tuesday 16
October	Tuesday 21
November	Tuesday 18
December	Tuesday 09

5. Advertise the Strategic Planning Committee meeting dates for 2014 being held on the day after the Works & Corporate Services Committee meeting in the months of February, May, August & November commencing at 7:00pm as:-

February	Wednesday 19
May	Wednesday 21
August	Wednesday 20
November	Wednesday 19

AMENDMENT

Moved Cr Rowell, seconded Cr Angers

- 1. That point four be amended to read “Advertise the Works & Corporate Services Committee meeting dates for 2014 as being held on the day after the Development Services Committee meeting commencing at 6:00pm”**
- 2. That point five be amended to read “Advertise the Strategic Planning Committee meeting dates for 2014 being held on the day after the Works**

& Corporate Services Committee meeting in the months of February, May, August & November commencing at 6:00pm”

Carried 6/0

COMMITTEE RECOMMENDATION

THAT Council adopt the following meeting dates for 2014 and:

- 1. Observe a recess in January 2014, with no ordinary meeting of Council;**
- 2. Advertise the ordinary Council meeting dates for 2014 as the fourth Monday in the month commencing at 7:00pm;-**

January	No meeting
February	Monday 24
March	Monday 24
April	Monday 5 May
May	Monday 26
June	Monday 23
July	Monday 28
August	Monday 25
September	Monday 22
October	Monday 27
November	Monday 24
December	Monday 15

- 3. Advertise the Development Services Committee meeting dates for 2014 as the third Monday in the month commencing at 6:00pm;-**

January	No meeting
February	Monday 17
March	Monday 17
April	Monday 28
May	Monday 19
June	Monday 16
July	Monday 21
August	Monday 18
September	Monday 15
October	Monday 20
November	Monday 17
December	Monday 08

- 4. Advertise the Works & Corporate Services Committee meeting dates for 2014 as being held on the day after the Development Services Committee meeting commencing at 6:00pm**

January	No meeting
February	Tuesday 18
March	Tuesday 18
April	Tuesday 29
May	Tuesday 20
June	Tuesday 17
July	Tuesday 22
August	Tuesday 19

September Tuesday 16
October Tuesday 21
November Tuesday 18
December Tuesday 09

5. Advertise the Strategic Planning Committee meeting dates for 2014 being held on the day after the Works & Corporate Services Committee meeting in the months of February, May, August & November commencing at 6:00pm as:-

February Wednesday 19
May Wednesday 21
August Wednesday 20
November Wednesday 19

Carried 6/0

THE AMENDED SUBSTANTIVE MOTION WAS PUT

10.1.3 NEW POLICY SUSTAINABLE TRAVEL ALLOWANCE (STAFF) OUTCOME OF ADVERTISING

File Ref: SUB/1628
Attachments: [Sustainable Travel Allowance Policy Staff](#)
Responsible Officer: Andrew Jackson
Manager Development Services
Author: Nikki Pursell
Sustainability Officer
Proposed Meeting Date: 19 November 2013
Author Disclosure of Interest: The author has an interest in the matter as it relates to all staff working entitlements.

SUMMARY

On 23 September 2013, Council was presented with a draft policy relating to a Sustainable Travel Allowance for staff. The adopted resolution was:

That Council advertise the new policy "Sustainable Travel Allowance" for local public comment and receive a further report on the outcomes of the advertising.

The purpose of this report is to inform Council that the draft policy was released for a public comment period of one month and that no responses were received from the community. As such this report recommends the adoption of the policy on a trial basis for the remainder of the 2013/2014 financial year.

BACKGROUND

The introduction of the policy is driven by the Town's commitment to reducing its environmental footprint and achieving carbon neutrality. The Town's largest source of emissions is currently fleet vehicles and commuting related activities. The policy is therefore designed to provide a financial incentive for staff to leave their car at home and commute to work via more sustainable means. Experience at the City of Subiaco has demonstrated that a Sustainable Transport Allowance can provide adequate motivation to change employee behaviour and thus significantly reduce a council's greenhouse gas emissions.

POLICY IMPLICATIONS

To ensure there is consistency and transparency in the way the allowance is managed and distributed it is recommended that a policy be adopted to guide implementation.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation. An amount of \$20,000 was set aside in the 2013/2014 Budget to fund such initiatives. Running the initiative as a trial for the remainder of 2013/2014 will allow an accurate estimate of potential usage, uptake and costs for future years.

STAFFING IMPLICATIONS

The proposed allowance may assist in the attraction and retention of staff.

SUSTAINABILITY IMPLICATIONS

Council committed to becoming carbon neutral in 2010, and has been actively taking steps to reduce its greenhouse gas emissions. Fuel use is a large contributor to Council's footprint and therefore needs to be reduced if Council is to achieve carbon neutrality. This is a cost-effective approach to reducing fuel related emissions and rewards staff members for positive behaviour.

CONSULTATION

Following Council's resolution the draft policy was advertised for public comment. Notices were placed on the Town's website, at the Grove Library and in the local Western Suburbs Weekly and Post newspapers. The community had the opportunity to provide feedback for a period of 25 days. At the close of the consultation period, only one response was received, relating to an earlier newspaper article on the allowance, and not on the policy itself. The absence of submissions is seen as a reflection of the operational nature of the proposed policy which does not affect the community directly.

STAFF COMMENT

While the motivation for the policy is to reduce Council's greenhouse gas emissions specifically related to staff vehicles, there are a number of other benefits of such an initiative. The use of public transport reduces local congestion and frees up parking spaces for use by the public. Regular exercise through active transport has well-documented health benefits for staff and improves productivity, reduces stress and results in fewer sick days. By taking such an initiative, Council benefits from staff attraction and retention as well as positive publicity.

The community was given the opportunity to provide feedback on the proposed policy as is Council procedure. In the absence of any comments, the officer recommends the adoption of the new policy as a trial for the remainder of the 2013/2014 financial year. It will then be reviewed for a further report to Council on the effectiveness and future of the policy.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Committee discussed operational aspects of the policy and clarified with officers how the policy will be implemented.

Cr Jeanes commented that he does not support the intent of the policy with regard to subsidising staff travel and raised concerns with the management and operation of the policy.

Cr Rowell reminded Committee that the officer recommendation is to adopt the policy on a *trial basis* and the policy will reviewed at the end of the financial year.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Pyvis, seconded Cr Burke

THAT Council adopt the new policy “Sustainable Travel Allowance (Staff)” on a trial basis for the remainder of the 2013/2014 financial year.

**Equality 3/3
Presiding Member vote for the motion
Carried 4/3**

10.1.4 GOVERNMENT SUSTAINABILITY CONFERENCE 2013 UPDATE

File Ref: PER/127
Responsible Officer: Andrew Jackson
Manager Development Services
Author: Nikki Pursell
Sustainability Officer
Proposed Meeting Date: 19 November 2013
Author Disclosure of Interest: Nil

SUMMARY

In August 2013 Council approved the Sustainability Officer attending the 2013 Government Sustainability Conference. This is an annual conference held in Melbourne targeting sustainability practitioners in the public sector. As the only Australian-based conference of its kind, it provides valuable insights and advice about embedding environmentally sustainable policies and practices in an organization and the wider community.

This report outlines some of the relevant findings from the conference and thanks Council for providing the officer with this valuable opportunity.

BACKGROUND

The Sustainability Officer's attendance at this year's conference was approved on 20 August 2013 as per the following resolution:

That Council APPROVE the attendance of the Sustainability Officer at the Government Sustainability Conference 2013 in Melbourne on October 7 and 8 2013, and request a report on the conference to be provided within two months of attending the event.

POLICY IMPLICATIONS

The attendance at this conference was in line with the Town's policy on conferences, seminars and training.

FINANCIAL IMPLICATIONS

With a total cost to Council of \$2000 the conference represented good value for money and a great opportunity to gain a vast amount of information in a short amount of time. The cost of the conference was within the Officer's budget allocated for training.

SUSTAINABILITY IMPLICATIONS

Interstate flights have a considerable environmental impact. In this case, the officer included 'carbon offsetting' in the cost of the flight, in order to reduce the impact of travel. While interstate travel is not ideal from a sustainability point of view, being a small local government, the benefits gained from an opportunity such as this are considered to outweigh the impact. The broad wealth of knowledge and experience in other states is invaluable to sustainability officers in Western Australia, and

particularly so for the role at the Town of Cottesloe, which can be isolated from the industry.

STAFF COMMENT

The conference was a very worthwhile experience and provided a number of ideas and practical project examples which could be applied at the Town of Cottesloe.

Over the two days the officer attended 24 presentations and 2 workshops from speakers from various backgrounds. As the Conference is aimed at public sector practitioners, success stories and lessons learnt were shared by Local, State and Federal Government employees, as well as new approaches and technologies from consultants and industry representatives.

With two streams and a full schedule, the speakers covered the following diverse themes:

- Sustainable built environment and infrastructure;
- Community engagement;
- Implementing sustainable practices in organizations;
- Developing sustainability action plans and reporting;
- Climate change adaptation;
- Sustainable waste management;
- Achieving energy efficiency; and
- The future of Carbon Pricing and the post-election carbon landscape.

As well as presentations and workshops a trade show showcased products and services relevant to the sustainability industry. The conference also provided ample opportunities to network with staff from all around Australia.

Some of the key lessons the Sustainability Officer took away from the conference:

Local Governments play an important role in sustainability

The conference highlighted the important role of local governments in sustainability. Their connection with the community and their unique local knowledge mean they are well placed to take significant and positive actions to reduce environmental impacts and prepare for future changes. Local governments can lead by example and engage with the community to encourage positive behavioural change. The need for local governments to take a lead role in sustainability is particularly relevant with the changing climate, as they will be at the forefront of climate change impacts. Taking responsibility of their impacts and emissions, as well as planning and preparing for future changes through adaptation, will lessen the costs to councils in the future. Being proactive now is important in the current political environment with a lack of activity at both the State and Federal levels. The actions the Town of Cottesloe is already taking are well received in the community and reflect the community's desire to be an attractive and sustainable coastal community. The Conference reinforced the need to prioritize sustainability and also demonstrated that Cottesloe has already made some significant steps in the right direction.

Sustainability is “booming” in the Local Government sector

The conference highlighted and discussed the current boom in implementation of sustainable technology and practices in the local government sector. Across the country local governments have recognized the importance of reducing their environmental impacts and importantly, the resultant financial savings. The rapid growth in the field has also been driven by Councils' commitments to environmental sustainability through programs such as Carbon Neutral. Investments in energy efficiency, which reduce energy usage and thus electricity bills, are now 'mainstream', undertaken by building managers and engineers rather than just sustainability professionals. Along with investments in energy efficiency is the shift to renewable energy within the local government sector. The mainstreaming of energy efficiency and renewable energy is reflected in the scale and prevalence of actions. Some examples include an investment of almost one million dollars at the City of Greater Geelong to reduce emissions at three council-owned facilities. Their investment has reduced emissions by up to 30%. North Sydney Council saves \$550,000 per year following an investment of \$4.5million on energy efficiency across its building portfolio. Furthermore, mainly councils have invested in renewable energy (particularly solar) to reduce their purchased electricity requirement. One regional organization of councils, equivalent to WESROC, has a plan to switch to 30% renewable energy over the next decade.

There is a high degree of uncertainty in the future Carbon landscape

Despite growing certainty in the science of climate change, the message from the Federal Government on climate change action is unclear. The general consensus amongst legal professionals at the conference was that the Federal Government will move to repeal the carbon tax in mid-2014. This will leave some local governments and businesses, which have made proactive steps to limit their emissions, uncertain about their obligations. Despite the uncertainty, Australia is still committed to reducing its emissions as a nation and will likely have an emissions trading scheme in the future. Therefore there was agreement that local governments should continue taking positive steps to reduce their emissions and preparing for future climate changes.

Coastal adaptation – we need to move beyond risk assessment

Acting on climate change, in particularly adapting to future impacts was a key theme at the conference. A number of councils, including Cottesloe, have now undergone coastal risk or vulnerability assessments. However, speakers highlighted the need to move beyond identifying risks and towards committing to adaptation pathways, for example, protection of assets, accommodating risk and/or managed retreat. A group of Port Phillip Bay councils in Melbourne have worked collaboratively to identify, assess and select the most appropriate adaptation pathway in response to increasing risk of coastal inundation in the urban area. By using economic modelling and cost benefit analysis they determined that a pathway of “moderate protection” was required for flood-prone areas (seawalls, groynes etc). The project identified that a regional approach is the most suitable given the scale of impacts. The lessons learnt at Port Phillip Bay are relevant to Cottesloe as the Town completed an early and innovative vulnerability assessment but has not moved on to determine a future adaptation strategy. The experience also suggests that Cottesloe would benefit from

working collaboratively with other metropolitan, coastal councils on a regional approach to coastal adaptation.

Final thoughts - reflection on Cottesloe

Cottesloe is much smaller than many of the metropolitan councils in Sydney and Melbourne and therefore both the financial investments and the outcomes are on a smaller scale. Many councils have aquatic or recreational centres that have huge potential for improvements in energy and water use. Cottesloe's approach is more modest measures than large scale projects or investments. This is, however, no less important, and Cottesloe's small size can be an advantage in our journey to become carbon neutral.

The experiences and actions at other councils often differ to that at Cottesloe; however, the challenges faced by other councils were surprisingly similar. Attendance at conferences such as this one provides an opportunity to learn from mistakes and experiences and reflect on how we can make improvements to processes and priorities.

Reflecting on the conference outcomes, it is clear that despite its small size, Cottesloe is playing a significant role in the sustainability sphere across a range of themes – renewable energy, carbon accounting, action in climate change, integrated water management, sustainable transport, etc. The Town has often taken a proactive approach and leads by example. It seems important to continue this approach in order to encourage the community to do the same. A number of actions would assist in mainstreaming sustainability in the Town, including incorporating sustainability in high level strategic documents and decision-making. Ensuring that future foreshore developments incorporate projected sea level rise and allow for sustainable transport options would be prudent measures. It is also timely to start considering adaptation options to protect coastal infrastructure and ensure that the Town is prepared for the future. Community support for such actions, along with leadership from within the organization will ensure that the Town maintains its positive reputation when it comes to sustainability.

Thank you to Council

The Sustainability Officer found the conference highly informative with many useful and relevant outcomes, and greatly appreciates the opportunity provided by Council to attend.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Mayor Dawkins

THAT Council notes this report on the 2013 Government Sustainability Conference.

Carried 6/0

10.2 ENGINEERING

10.2.1 DONATION OF SCULPTURE AND POSSIBLE LOCATION

File Ref:	SUB/1420
Attachments:	Photos of Sculpture Plan of Possible Location Photos of Possible Location Background of Sculptor
Responsible Officer:	Carl Askew Chief Executive Officer
Author:	Geoff Trigg Manager Engineering Services
Proposed Meeting Date:	19 November 2013
Author Disclosure of Interest:	Nil

SUMMARY

Council has been offered the donation of a large steel sculpture created by a celebrated French sculptor Jean-Pierre Rives.

The suggested site for the sculpture by the donor is just to the north of the Grant Street intersection with Marine Parade, on the west side of Marine Parade.

The officer recommendation is that Council:

1. Accept the generous offer of the donation of a Jean-Pierre Rives sculpture, to be installed at a location on the west of Marine Parade, north of Grant Street, contingent on the completion of a donation agreement with the donor.
2. Authorise the Chief Executive Officer to sign the donation agreement with the donor on behalf of Council.
3. Inform the owners of number 2 Grant Street of this proposal, for their comments.
4. Arrange for the installation of the donated sculpture at the site proposed when a donor agreement is completed.

BACKGROUND

In the past, Council has accepted the donation of several sculptures, as well as purchasing its own growing collection of sculptures. There has also been a template agreement document created for such donations.

In this case, staff have been to the site in middle Swan where the sculpture is currently displayed. It is in good condition and would be easy to relocate to Cottesloe for installation.

The sculpture is by a well known and successful French sculptor and information on his background has been included in the attachments.

The site suggested by the donor is not directly in front of any private home but would be obvious to pedestrians and motorists using Marine Parade and the dual use path.

A concrete foundation could be arranged at the site by staff. The steel structure is also heavy duty and capable of withstanding the weather and salt conditions of the proposed site.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Acquisition of Arts Policy applies.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The sculpture is valuable and its donation to Council on behalf of the community would be a benefit.

The cost to move the statue to the proposed site and install it on a prepared concrete footing/base with an explanatory plaque, is estimated to cost \$5,000 and can be accommodated within current budget allocations.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Only with the donor and the owner of the site where the sculpture is stored.

STAFF COMMENT

The donor has owned the sculpture for several years. He regularly uses the North Cottesloe beach front, hence his interest in the sculpture being installed in that area.

Discussions have been held with staff about setting up a Registered Charity status with the Australian Taxation Office to make it more attractive for other potential donors of statues and sculptures to the Town of Cottesloe collection. Discussions are still ongoing regarding this proposal.

VOTING

Simple Majority

OFFICER RECOMMENDATION**Moved Cr Rowell, seconded Cr Jeanes**

THAT Council:

1. Accept the generous offer of the donation of a Jean-Pierre Rives sculpture, to be installed at a location on the west of Marine Parade, north of Grant Street, contingent on the completion of a donation agreement with the donor.
2. Authorise the Chief Executive Officer to sign the donation agreement with the donor on behalf of Council.
3. Inform the owners of number 2 Grant Street of this proposal, for their comments.
4. Arrange for the installation of the donated sculpture at the site proposed when a donor agreement is completed.

AMENDMENT**Moved Mayor Dawkins, seconded Cr Burke**

1. That a new point five be added that reads “On completion of the donor agreement a formal letter of thanks be sent to the donor by the Town of Cottesloe.”
2. That a new point six be added that reads “On completion of the donor agreement a plaque with the name of the donor, the name of the sculptor and the date the sculpture was made be installed.”

Carried 6/0

COMMITTEE RECOMMENDATION

THAT Council:

1. Accept the generous offer of the donation of a Jean-Pierre Rives sculpture, to be installed at a location on the west of Marine Parade, north of Grant Street, contingent on the completion of a donation agreement with the donor.
2. Authorise the Chief Executive Officer to sign the donation agreement with the donor on behalf of Council.
3. Inform the owners of number 2 Grant Street of this proposal, for their comments.
4. Arrange for the installation of the donated sculpture at the site proposed when a donor agreement is completed.
5. On completion of the donor agreement a formal letter of thanks be sent to the donor by the Town of Cottesloe.
6. On completion of the donor agreement a plaque with the name of the donor, the name of the sculptor and the date the sculpture was made be installed.

Carried 6/0

THE AMENDED SUBSTANTIVE MOTION WAS PUT

10.3 FINANCE

10.3.1 STATUTORY FINANCIAL REPORTS FOR THE PERIOD 1 JULY 2013 TO 31 OCTOBER 2013

File Ref: SUB/137
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 19 November 2013
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the Statutory Financial Statements and other supporting financial information for the period 1 July 2013 to 31 October 2013 to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial requirements are in accordance with existing budgetary allocation.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Statement of Financial Activity on page 1 of the attached Financial Statements shows favourable operating revenue of \$205,753 or 24% as compared to the year to date budget. The main factor contributing to this is increased revenue from operations of \$89,152. All material variances are detailed in the Variance Analysis Report on pages 7 to 10 of the attached Financial Statements. Operating expenditure is \$1,000,084 or 25% less than year to date budget although approximately \$672,000 of this relates to non cash depreciation which is not able to be posted until the 2012-

2013 Annual Financial Statements have been finalised and signed off by Council's auditors. Capital expenditure is reported in detail on pages 29 to 32 of the attached Financial Statements.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Angers

THAT Council receive the Statutory Financial Statements including other supporting financial information as submitted to the 19 November 2013 meeting of the Works and Corporate Services Committee.

Carried 6/0

10.3.2 SCHEDULE OF INVESTMENTS AND LOANS AS AT 31 OCTOBER 2013

File Ref: SUB/150 & SUB/151
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 19 November 2013
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the Schedule of Investments and the Schedule of Loans as at 31 October 2013, as included in the attached Financial Statements, to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Schedule of Investments on page 23 of the attached Financial Statements shows that \$5,717,767.62 was invested as at 31 October 2013. Approximately 36% of the funds were invested with the National Australia Bank, 26% with Bankwest, 22% with the Commonwealth Bank of Australia and 16% with Westpac Bank.

The Schedule of Loans on page 21 of the attached Financial Statements shows a balance of \$5,694,548.91 as at 31 October 2013. Included in this balance is \$315,070.27 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Angers

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 31 October 2013. These schedules are included in the attached Financial Statements as submitted to 19 November 2013 meeting of the Works and Corporate Services Committee.

Carried 6/0

10.3.3 LIST OF ACCOUNTS PAID FOR THE MONTH OF OCTOBER 2013

File Ref: SUB/137
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 19 November 2013
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the list of accounts paid for the month of October 2013, as included in the attached Financial Statements, to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The list of accounts paid in October 2013 is included in the report on pages 12 to 19 of the attached Financial Statements. The following significant payments are brought to Council's attention;

- \$104,305.51 & \$33,121.95 to WA Treasury Corporation for Loan repayments
- \$43,323.78 to the Australian Taxation Office for the monthly business activity statement
- \$93,352.02 to Procott Incorporated being monies raised by way of a differential rate
- \$36,798.17 to Transpacific Cleanaway for waste collection services

- \$88,982.72 to Macfield Construction Pty Ltd for construction works at the foreshore
- \$26,070.00 to Rodriegues Bodycoat Architects for professional consultancy services
- \$29,181.43 to Surf Life Saving WA for the monthly contract at Cottesloe Beach
- \$31,190.40 to WMRC for waste disposal charges

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Angers

THAT Council receive the List of Accounts Paid for the Month of October 2013 as included in the attached Financial Statements, as submitted to the 19 November 2013 meeting of the Works and Corporate Services Committee.

Carried 6/0

10.3.4 RATES AND SUNDRY DEBTORS AS AT 31 OCTOBER 2013

File Ref: SUB/145
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 19 November 2013
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the Rates and Sundry Debtors Reports, as included in the attached Financial Statements, to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report on pages 25 to 27 of the attached Financial Statements shows a total balance outstanding of \$95,885.80 of which \$65,833.36 relates to the current period. The balance of aged debtors is \$30,052.44.

The Rates and Charges Analysis on page 28 of the attached Financial Statements shows a total outstanding of \$2,796,427.71 of which \$177,114.03 and \$483,667.83 relates to deferred rates and outstanding emergency services levies respectively.

The Statement of Financial Position on page 4 of the attached Financial Statements shows total rates outstanding as a current asset of \$2,862,542 as a current asset as compared to \$2,549,730 this time last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Angers

THAT Council receive the Rates and Charges Analysis Report and the Sundry Debtors Report as at 31 October 2013. This information is presented in the attached Financial Statements as submitted to the 19 November 2013 meeting of the Works and Corporate Services Committee.

Carried 6/0

11 ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:**12.1 ELECTED MEMBERS**

Nil

12.2 OFFICERS

Nil

13 MEETING CLOSED TO PUBLIC**13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

13.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC

Nil

14 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 7:40 AM.

CONFIRMED: PRESIDING MEMBER _____ DATE: .../.../...